



UNITED STATES MARINE CORPS

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Subj: CONSTITUTION, BYLAWS, AND HOUSE RULES, COMMISSIONED OFFICERS' CLUB,
PARADISE POINT

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1. Purpose. To publish the Constitution, Bylaws, and House Rules of the Commissioned Officers' Club, Food and Hospitality Division, Clubs Branch, Marine Corps Base, Camp Lejeune, North Carolina for information, guidance and compliance, as applicable and as directed by the reference.
2. Cancellation. BO P1746.6K.
3. Summary of Revision. This revision contains a substantial number of changes and should be completely reviewed.
4. Certification. Reviewed and approved this date.

R.C. Mcelraft

R. C. MCELRAFT
Acting Chief of Staff

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ENCLOSURE (1)

CONSTITUTION, BYLAWS, AND HOUSE RULES, COMMISSIONED OFFICERS' CLUB,
PARADISE POINT

RECORD OF CHANGES

Log completed change action as indicated.

Change Number	Date of Change	Date Entered	Signature of Person Incorporating Change

CONSTITUTION, BYLAWS, AND HOUSE RULES, COMMISSIONED OFFICERS'
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CHAPTER 1

CONSTITUTION

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CHAPTER 1

CONSTITUTION

1001. NAME. This organization and the facilities operated thereby shall be known as the "Commissioned Officers' Club, Marine Corps Base, Camp Lejeune, North Carolina."

1002. AUTHORIZATION. This activity is established under the authority of the Commandant of the Marine Corps extended to the Commanding General, Marine Corps Base, Camp Lejeune, North Carolina, and shall be administered and operated per the provisions of MCO P1700.27 and such other directives as may be issued by proper authority.

1003. MISSION. The mission of the Commissioned Officers' Club is to provide dining, social, and recreational activities for active duty and retired commissioned and warrant officers of the Marine Corps, and equivalent grades of officers of other branches of the Armed Forces of the United States and foreign governments serving with the Marine Corps.

1004. GOVERNMENT INSTRUMENTALITY. The Commissioned Officers' Club, as an instrumentality of the United States Government, shares with the command the responsibility for fulfilling the duties entrusted to it and partakes (equally with other government agencies) of whatever immunities and/or privileges it may have under the Constitution and Federal Statutes. The Commissioned Officers' Club will not be operated for the financial profit of any person or combination of persons. Profits and surplus funds will be limited to those necessary for payment of obligations, improvement of facilities, promotion of well-being, morale and contentment, and for a sound financial condition.

1005. ACTIVITIES. The following activities and facilities will be operated at the Commissioned Officers' Club, Marine Corps Base, Camp Lejeune, North Carolina:

PARADISE POINT OFFICERS' CLUB

Main Dining Room
Pool Snack Bar (seasonal)
Swimming Pool (seasonal)
Bar Facilities
Catering/Party Facilities
Barber Shop

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1006. ORGANIZATION

1. Command Control. The Commissioned Officers' Club (COC), together with all its facilities and annexes, and other activities as deemed appropriate by the Commanding General, will be operated under the administrative control of, and in accordance with regulations and policies established through the Food and Hospitality Division, and the Assistant Chief of Staff, Morale, Welfare and Recreation (AC/S, MWR), subject to the regulations that may be issued from time to time by the Commandant of the Marine Corps or higher authority.

2. Management. The COC Manager is directly responsible to the Deputy Director, Food and Hospitality Division for the administration, internal control, and operation of the club.

3. Advisory Group. The COC Advisory Group shall serve in an advisory capacity to the Commanding General concerning the COC. Current precepts of the Advisory Group, as appointed, will be published per the Bylaws.

1007. CLUB MANAGEMENT. Management personnel are defined as the Club Manager and such other military and civilian assistants designated as authorized representatives of the Manager within specifically delegated areas of authority. As representatives of the Commanding General in the operation and administration of the Club, management personnel will accomplish the specific duties set forth in MCO P1700.27 and such other duties as directed by the Commanding General.

1008. MEMBERSHIP

1. Membership in the COC will be voluntary. However, Marine Corps customs, tradition and courtesy encourages warrant and commissioned officers to seek club membership and participate in club functions essential to an officer's social and professional obligations. The Club is considered the focal point of social life for our Officer Corps at Camp Lejeune.

2. Officers may apply for membership at the Paradise Point Officers' Club or at the Morale, Welfare and Recreation (MWR) Comptroller's Office, Building 895.

3. Membership resignation will be submitted to the Commanding General, Marine Corps Base (AC/S, MWR) via an officer's chain of command.

4. Commanders should encourage membership through their own support and participation in club activities, by presenting information on club activities and services to potential members, and by sponsoring membership drives and social events.

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5. Members being detached from Camp Lejeune on permanent change of station orders are required to report to Paradise Point Officers' Club or the MWR Comptroller's Office, Building 895, prior to departure if they desire to terminate their membership.
6. Members ordered to temporary additional duty for over 90 days should report to the Paradise Point Officers' Club or the MWR Comptroller's Office, Building 895, and they will be charged reduced dues for their dependents who still wish to use the club.
7. Members are required to report changes of grade or address to the Paradise Point Officers' Club or the MWR Comptroller's Office, Building 895.
8. When both husband and wife are eligible for membership, each is entitled to become a member of the Club, or one may yield to the other and assume dependent status.
9. Officers residing on Camp Lejeune, but working at Marine Corps Air Station, New River, are required to join the COC, Paradise Point, if they desire to use the facilities.
10. Independent civilian physicians and nurses, under contract to the Naval Hospital will be entitled to become members. Doctors will pay Field Grade dues and nurses will pay Company Grade dues.

1009. MEMBERSHIP CATEGORY. The membership will be composed of active, associate, and honorary members as specified in the following paragraphs:

1. Active Membership

a. Active membership will be extended to all active duty military officers of the U.S. Armed Forces assigned to commands based at Camp Lejeune or in a permanent assigned liaison status operating aboard Camp Lejeune.

b. Active members may use all club facilities, participate in all club programs and serve as voting members of the Advisory Group.

2. Associate Membership. This membership is comprised of members who have all the privileges of active members except the right to vote and be on the Advisory Group. Associate membership is extended to the following.

a. Active duty military commissioned officers of the U.S. Armed Forces on temporary duty, in transit or unattached/unassigned to Camp Lejeune.

b. Adult dependents of officers entitled to active membership, if the sponsor is stationed for duty at an installation or military unit apart from the one serving dependents.

c. Commissioned officers of the U.S. Armed Forces who are on the retired list receiving pay.

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d. Commissioned officers who are recipients of the Medal of Honor, honorably discharged veterans of the U.S. Armed Forces with 100 percent service connected disability, and their widows/widowers.

e. Commissioned officers of the U.S. Reserve and National Guard.

f. Other commissioned equivalent uniformed personnel, including Coast Guard, National Oceanic and Atmospheric Administration, and U.S. Public Health Service on active duty or who are on the retired list receiving pay.

g. Commissioned uniformed officer personnel retired without pay.

h. U.S. Naval Academy midshipmen, cadets of the Army, Air Force, and Coast Guard Academies, officer candidates when in an active duty training status, Navy Enlisted Scientific Education Program officer candidates, and NROTC midshipmen only when on active duty during college vacation periods.

i. Department of Defense and other Federal employees working at Camp Lejeune in the Grade GS/7 and NF-4 or equivalent and higher.

j. Retired Federal Government service civilian personnel (civil, foreign service, etc.), but only if they were members of a club at the time of retirement. Such personnel may transfer their membership, upon retirement, to a club located in the area of their retirement residence. Spouses of deceased Federal Government civilian personnel (active or retired) may continue their membership by becoming associate members as long as their marital status remains unchanged.

k. Active duty commissioned military personnel of foreign nations when authorized exchange privileges in the United States or overseas.

l. Uniformed, paid members of the Red Cross assigned to the installation.

3. Honorary Membership. This type membership extends the same privileges and serves as an associate membership. Honorary members will not be assessed dues. This membership may be extended to:

a. Unmarried widows/widowers of military officers who died while on active duty or while retired from any of the Armed Forces.

b. Wives of military officers of the Armed Forces being held as prisoners of war, or who are missing in action.

c. Individuals who have distinguished themselves in direct association with the Marine Corps as determined by the Commanding General. These individuals may include members of Congress, local or state government officials, and civilian community leaders.

d. Persons eligible for active or associate membership will not be granted honorary membership.

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1010. PATRONAGE ELIGIBILITY. (Other than by Membership)

1. Dependents of active, associate, and honorary members will be afforded the same patron privileges as their sponsors.
2. Reciprocal patron privileges will be extended to dependents of Marine Corps or other assigned personnel who are in a unit deployment status.
3. Reciprocal patron privileges will be extended to active, associate, and honorary members of other clubs/open messes outside the geographical area of Camp Lejeune.
4. Nonmembers are eligible to utilize the club facilities as bona fide guests of authorized patrons except individuals who are eligible for active or associate membership and have refused same. Individuals who are eligible for membership are not permitted use of club facilities and services as guests of other members unless approval has been obtained from the Commanding General, Marine Corps Base, in writing.

1011. EXTENSION OF PRIVILEGES

1. Privileges may be extended to unattached ladies/gentlemen for the purpose of creating an atmosphere where unmarried members of the club may meet and make acquaintances. Privileges in this case will be limited to the duration of the particular social event being sponsored, i.e., Friday evening dance. Sponsorship in the context of the above should be defined as joint sponsorship between the sponsoring group and the club. Application for sponsorship for such groups by interested parties will be made to the Manager.
2. Requests/nominations for extension of privileges will be submitted in writing to the Manager in accordance with the following:
 - a. Requests by civilians for extension of privileges will be submitted to the Manager via their military supervisor or other cognizant authority.
 - b. Nomination for extension of privileges may be submitted by active regular members only and will be addressed to the Manager.
3. Authority for final approval or disapproval on submitted requests/nominations is vested in the Commanding General.
4. The total number of civilians who may be granted extension of privileges is subject to the established policy of the Commanding General.
5. Dependents of members and those officers enumerated in paragraph 1009 will be afforded the same patron privileges as their sponsors.

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1012. COURTESY CARD PRIVILEGES

1. Courtesy card privileges may be extended to personnel normally entitled to membership or extension of privileges as prescribed in these regulations, whose length of stay at this Base is less than 30 days.
2. The Manager is authorized to issue courtesy cards in the name of the Commanding General upon presentation of satisfactory evidence of eligibility. Officers who are on temporary additional duty at Camp Lejeune in excess of 30 days must present satisfactory evidence that they hold membership in a Commissioned Officers' Club at their parent command. Otherwise, those officers must become members of the Commissioned Officers' Club at Camp Lejeune to avail themselves of club privileges.

1013. GUESTS

1. A guest is defined as a person whose presence is in response to a specific invitation for a specific occasion, who is a member of the host's party, and for whom the host will be held responsible.
2. Patrons will not invite military personnel of the Camp Lejeune/New River area who are eligible but have not become members of either the Camp Lejeune Officers' Club or the MCAS, New River Officers' Club to attend club activities as guests.
3. Patrons who bring unauthorized guests into the Club will be requested to leave and will be subject to having their club privileges withdrawn indefinitely.
4. On special occasions, the Manager may limit the number of guests accompanying a member of the club when attendance would severely reduce or limit opportunity for participation by other club members. In all instances where it is necessary to limit guest attendance, the Manager will prepare and distribute notice of such action.
5. Members and those granted reciprocal privileges shall be held responsible for the conduct and deportment of their guests and shall remain with their guests at all times.
6. Guests will not be permitted to remain in the club, or any of its facilities, after the departure of the sponsoring member.

1014. DEPENDENTS. A dependent is a person who is financially supported by the member. The member is responsible for the dress, conduct, adherence to House Rules, rules on consumption of alcoholic beverages, any financial liabilities, and so forth, as specified in the Bylaws of the Club, of their dependents. The following guidance is provided regarding the use of club facilities by dependents other than the member's spouse:

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1. Parents introducing minors into the Club will be held fully responsible for their conduct and for the cost of any damages to any property within the Club.
2. Minors will not be allowed in the immediate vicinity of any bar dispensing alcoholic beverages.

1015. REVOCATION. Membership, extension of privileges, or courtesy card privileges may be suspended or revoked for cause by a recommendation of the Advisory Group and approval of the Commanding General.

1016. ENLISTED PERSONNEL. Enlisted personnel and their dependents will be permitted to enter facilities or be present at activities operated by the Club only under the following conditions:

1. In the execution of specifically assigned duties.
2. In the performance of assigned duties as employees of the Club.
3. As specifically approved by the Commanding General.

1017. USE OF CLUB FACILITIES AND SERVICES

1. Since membership in the Club is voluntary and contingent upon the payment of dues, with the exceptions of honorary members and bona fide guests, only members and their dependents will be permitted to use any facility or service provided by the Club, except as guests.
2. Individuals who are eligible for active membership and decline to join or subsequently resign are not permitted use of any club facilities or services as guests of other members, unless approval has been obtained from the Commanding General, Marine Corps Base, in writing.

1018. MEMBERSHIP ADMINISTRATION

1. No distinction with respect to membership and privileges will be made between warrant officers and commissioned officers.
2. All members will be issued a club membership card with a date of expiration two years from the date of issuance. Cards may be checked periodically at the discretion of the Manager, or by direction of the Commanding General.
3. Dependents of military members are not eligible for active or associate membership, except as provided in paragraph 1009.2b of this Manual.

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1019. MEMBERSHIP DUES

1. Monthly dues are established based upon grade (both officers and civilians) and may be paid monthly or annually in advance.
2. Said charges will be published by separate directive and will be reviewed annually.
3. Prorated refunds of dues paid in advance will be made to members whose membership is current and is terminated.

1020. GROUP MEETINGS AND SOCIAL FUNCTIONS

1. Club facilities shall not be used for meetings of civic groups or other associations unless the group is comprised predominantly (51 percent) of military club members. Exceptions to this policy will be handled on a case-by-case basis by the AC/S, MWR.
2. Members are prohibited from scheduling or sponsoring parties for and in the name of commercial business organizations with whom they are employed or associated.

1021. FINANCES. The accounting system will be maintained in the manner prescribed by MCO P1700.27 and other directives issued by competent authority.

1022. BUDGETS

1. The Club Manager will prepare the proposed annual budget and the Advisory Group will review and make appropriate recommendations.
2. The Club Manager will ensure the budget is consistent with the following objectives:
 - a. Provide the finest goods and services for the membership at the lowest price consistent with operational needs, ensuring sufficient resources to implement objectives.
 - b. Replace, acquire, and/or extend property, furniture, fixtures, and equipment as required from appropriated and nonappropriated fund monies.
 - c. Provide interesting and perceived value activity that will increase member participation and enjoyment.

1023. SERVICE CHARGES AND PRICE LISTS. The Manager will post current service charges and price lists in a conspicuous location.

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1024. PUBLICATION OF DIRECTIVES. Copies of the Constitution, Bylaws, and House Rules, and all other pertinent orders and directives will be posted in an accessible area.

1025. AMENDMENTS. The Constitution of the Club may be amended by a two-thirds vote of the Advisory Group membership present at any authorized meeting, subject to the approval of the Commanding General. Amendment by two-thirds vote can only be accomplished when a quorum, defined as 66 percent of the total Advisory Group membership, is present.

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CHAPTER 2

BYLAWS

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CHAPTER 2

BYLAWS

2001. ADVISORY GROUP

1. Composition. The Advisory Group, Commissioned Officers' Club will be composed of officers from Marine Corps Base, 2d Marine Division, 2d Force Service Support Group, Naval Hospital, Naval Dental Clinic, II Marine Expeditionary Force, and 22d, 24th, and 26th Marine Expeditionary Units, as follows:

a. Senior Member

Colonel Appointed by Commanding General, MCB

b. Marine Corps Base

Colonel or Lieutenant Colonel (1)

Company Grade Officer (1)

(One representative must have Financial Management training and experience)

c. II Marine Expeditionary Force

Colonel or Lieutenant Colonel (1)

Company Grade Officer (1) (SRI Group)

d. 2d Marine Division

Colonel or Lieutenant Colonel (1)

Company Grade Officer (1)

e. 2d Force Service Support Group

Major or Above (1)

Company Grade Officer (1)

f. 22d, 24th, 26th Marine Expeditionary Unit

Each MEU: Captain or above (1) (When not deployed)

g. Naval Hospital

Officer (1)

h. Naval Dental Clinic

Officer (1)

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i. Ex Officio (Non voting)

Director, Food and Hospitality or designee; Manager, COG; President, OWC; Representative, OWC; and Representative, Retired Officers' Community.

2. Organization. The Board may be organized into standing committees; the detail work of The Board should be conducted within these committees, which consider all matters under their cognizance and make special recommendations to the Board. Other Officers' Club members may be asked to serve on an ad hoc basis. Examples of types of committees are:

- | | | |
|---------------|-------------------|---------------|
| a. Finance | c. Entertainment | e. Facilities |
| b. Membership | d. Special Events | f. Any other |

3. Appointment

a. Senior Member of the Advisory Group will be appointed by the Commanding General, Marine Corps Base.

b. Commands appointing Advisory Group members should select officers on the basis of their interest and motivation to represent their command membership in securing successful and satisfying club operations.

c. Commanders are requested to appoint alternate members to attend meetings in the absence of the primary member.

4. Meetings

a. The Advisory Group shall meet monthly as voted by members at the preceding meeting. A special meeting may be conducted at anytime called by the Senior Member.

b. Each member of the Advisory Group, excluding ex-officio members, shall have an equal vote on all matters presented at regular and/or special meetings. A majority vote will decide all issues, except that changes to the Constitution and Bylaws will require an affirmative vote by two-thirds of the voting membership. The Chairman will vote only in the case of a tie vote by membership present. A quorum shall consist of 66 percent of the voting members. Written minority reports may be attached to the minutes of the Advisory Group.

c. Appropriate subcommittees may be established from the membership and the Advisory Group to provide the Advisory Group, as a whole, with recommendations for final approval by the Commanding General. The Senior Member of the Advisory Group will appoint committee chairpersons from among the Advisory Group membership.

d. The Manager of the Club, or designated representative will be present at every meeting of the Advisory Group.

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e. The proceedings of each meeting of the Advisory Group shall be recorded, signed by the Senior Member and Recorder, and submitted to the Commanding General, via AC/S, MWR, for appropriate action. Minority and special committee reports will be attached as enclosures.

5. Duties of the Advisory Group. The Advisory Group shall carry out all the duties outlined in MCO PI700.27. The Advisory Group shall:

a. Act only in an advisory capacity to the Commanding General and shall not be assigned any management or operational duties.

b. Seek suggestions from the members and make recommendations to the Commanding General.

c. Maintain the Constitution and Bylaws as approved by the Commanding General.

d. Keep a record of proceedings of its meetings. The record will be signed by the Senior Member, or in the senior member's absence, by the next senior member present, and submitted to the Commanding General, via the AC/S, MWR for approval. Each original record of proceedings will, after action of the Commanding General, be retained in the files of the Food and Hospitality Division. A copy of the record and the Commanding General's action will be furnished to each member of the Advisory Group. The first order of business at each meeting will be the reading of the record of the last meeting. Concurrence or minority statements on the record of the last meeting will be stated in the subsequent record.

2002. MANAGER

1. The Manager is responsible to the Deputy Director, Food and Hospitality Division for operations, facilities, and all assigned military personnel and civilian employees of the Officers' Club. The Manager's specific duties and responsibilities are outlined in a formally approved job description.

2. The Manager will be provided with current internal control instructions for guidance of administrative and management personnel by the Deputy Director, Food and Hospitality Division.

3. The Manager will enforce those internal control systems in the application of sound principles of financial management. Adherence to established internal control systems is required.

4. The Manager shall coordinate with the Deputy Director, Food and Hospitality Division, through the MWR Comptroller's Office, to ensure that a correct list of members is maintained.

5. The Manager shall coordinate with the Deputy Director, Food and Hospitality Division, through the MWR Comptroller's Office, to ensure timely pay-

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ment of all bills and obligations incurred in routine operations of the Club and other payments, as authorized by the Commanding General.

6. The Manager shall brief the Advisory Group at their regular meetings on the financial status of the Club.

7. The Manager shall keep informed of the day-to-day operations of the Club and future plans, and take immediate action by informing the Deputy Director, Food and Hospitality Division, should trends indicate a prospective loss. Should such action prove insufficient, the Manager shall immediately inform the Director, Food and Hospitality Division.

8. The Manager shall make frequent inspections of all activities and facilities of the Club, observing the physical condition and taking immediate action to effect repair or survey of worn-out property, broken or damaged equipment, and ensure adequate maintenance of club facilities and correction of unsanitary conditions or practices.

9. The Manager shall, at the regular meetings of the Advisory Group, make progress reports relative to applicable goals and directives which have not been fully complied with or placed into effect.

10. The Manager shall ensure that a suggestion box is available in the reception area for members, and shall refer these suggestions to the Advisory Group if unable to act on them as appropriate.

11. The Manager shall be responsible for all property in the custody of the Club. The Manager shall maintain adequate property records and accountability in the manner prescribed in Chapter 12 of MCO P1700.27 and shall make spot checks and inspections as necessary to prevent undue losses and fix responsibility for loss or abuse.

12. None of the duties of the Manager may be delegated to other employees of the Club.

2003. ASSESSMENTS

1. Members will be assessed monthly dues by the MWR Comptroller's Office, unless dues are paid in advance.

2. Dependents of members shall not be required to pay any additional assessments.

3. Holders of a courtesy card or honorary member's privileges card shall not be required to pay any assessment.

4. The current monthly assessment for all categories of membership will be promulgated in a separate directive.

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5. About the 25th of each month, except the month in which becoming a member, each member will be mailed a bill for dues. The balance will be due and payable no later than the 24th of the following month. In addition to the prompt payment of dues (by the 24th of each month), it is the responsibility of each member to notify the MWR Comptroller's Office upon receipt of TAD/PCS orders effecting the member's dislocation. If a member becomes delinquent in payment of dues, the following three-step collection plan will be followed:

a. Step 1. If payment is not received by the 24th of the month, the MWR Comptroller will send a letter to the individual requesting account settlement within 14 days of receipt.

b. Step 2. If, after 14 days, the account is still outstanding, the MWR Comptroller will send a letter to the member's commanding officer (battalion/departamental level) requesting assistance for reconciliation of the account within 10 days.

c. Step 3. If, after 60 days, the account is still unresolved, correspondence from the CG, MCB to the appropriate CG/CO will be prepared requesting action for resolution.

6. If a member has a specific question concerning the monthly statement, the member should contact the Members Account Section at the MWR Comptrollers' Office, Building 895, Marine Corps Base, Camp Lejeune, North Carolina.

2004. MEMBERSHIP CARDS

1. To protect the interest of the membership, patrons of the Club will carry a current membership card and display it when requested to do so by club management personnel.

2. Membership cards will show an expiration date.

3. The Club Manager and MWR Comptroller's Office will maintain a list with each member's name, grade, and membership card number. The list will be updated monthly.

2005. RESIGNED MEMBERS. Officers who have resigned from the Club will have all Club facility privileges revoked. Membership cards must be returned to the Club upon resignation.

2006. SUGGESTIONS. Suggestions and recommendations for increasing the efficiency of service or internal management of the Club are encouraged and should be made in writing to the Manager. Those suggestions and recommendations, which if implemented would require a change in approved policy,

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shall be referred by the Manager, with his recommendations, to the Advisory Group or the Director, Food and Hospitality.

2007. AMENDMENTS TO BYLAWS. The Bylaws of the Club may be amended by a two-thirds vote of members present at any authorized meeting of the Advisory Group, subject to the approval of the Commanding General. Amendment by two-thirds vote can only be accomplished when a quorum, defined as 66 percent of the total Advisory Group membership, is present.

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CHAPTER 3

HOUSE RULES

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CHAPTER 3

HOUSE RULES

3001. REGULATIONS. Regulations promulgated by these House Rules are applicable to all facilities and/or activities operated by the Club. Additional rules peculiar to a facility and/or activity may be promulgated subject to the approval of the Commanding General.

3002. OPERATIONS

1. Hours. All authorized social functions, either official or private, utilizing the Club or any annex thereof, will conform to hours of operation as published by management and as may be stipulated in agreements for the conduct of such functions. The term "authorized private social function" shall be interpreted to mean those private functions which have been authorized in writing by the Manager or a designated representative.

2. Schedule of Activities. Operating hours are published monthly in the club bulletin which is distributed to all members. However, management may extend or shorten published operating hours when patronage, or lack thereof, so warrants, with due and timely notice.

3003. DRESS REGULATIONS

1. Unless otherwise directed, the uniform of the day, as prescribed in current tenant directives, may be worn in the Club at any time.

2. Civilian dress within the Commissioned Officers' Club facilities shall be as directed in current Base regulations. However, minimum dress in the Officers' Club will be slacks and short sleeve sport shirts for men and the equivalent for women (designer jeans are acceptable; tee shirts are not). Specific dress may be prescribed for special occasions.

3004. STANDARDS OF CONDUCT

1. The cooperation of all patrons is required in upholding the standards expected in a Club.

2. Improper conduct on the part of patrons, their families, or guests, or failure on their part to observe the provisions of the Constitution or House Rules, shall be reported in writing by the Manager via the Director, Food and Hospitality to the Commanding General for appropriate action.

3. Members observing improper conduct or violations of the Constitution or these House Rules will make the circumstances known to Club management personnel and, when necessary, initiate immediate corrective action.

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4. No person, except the Manager or supervisory representative, will, under any circumstances, take upon himself or herself the prerogative of disciplining or censuring any employees or persons attached to or serving in the Club.

5. The purchase of excess drinks (stacking) at any bar in anticipation of bar closing time is prohibited. Only the beverage dispensed over the bar may be consumed in a facility, except when special permission is granted for patrons attending special events to supply their own beverages.

6. The introduction of food into any facility of the Club by individuals or organized groups will not be permitted, as amplified in MCO P1700.27.

3005. SPECIAL FUNCTIONS

1. Arrangements for special parties, receptions, card parties, dinner parties, etc., to be given by a patron or patrons, should be made at least one week prior to the date of the function, if possible. Cancellations or modifications of plans for scheduled special functions will not normally be accepted during the 24-hour period immediately preceding the time scheduled. Individual patrons or groups of patrons who cancel or modify plans for a previously scheduled special function within the 24-hour period immediately preceding the date scheduled, will be required to reimburse the Club, at the Club cost, for any expense incurred by reason of preparation made for the function so cancelled or modified.

2. No special functions or private parties may be held in the Club unless a contract, as specified in the reference, has been signed by both the sponsor and a club representative. In addition, the contract will stipulate the services desired and all charges to be incurred.

3. Special events will be promulgated separately and conspicuously posted as appropriate.

3006. PETS. As a general rule, pets are not permitted in the Club. Special exceptions can be made by the Club Manager in the case of personal service animals, i.e., guide dogs for the blind.

3007. NOTICES. No notices shall be posted in the Club building except by the Manager or representative.

3008. COMMENTS, RECOMMENDATIONS, AND COMPLAINTS

1. Comments and/or recommendations designed toward improving any of the facilities operated by the Club and/or service performed by employees of the Club are desired and should be submitted in writing and placed in the suggestion box to be reviewed by Management.

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2. Complaints, with regard to unsatisfactory operation of a facility and/or unsatisfactory service, or derelictions on the part of the employees, should immediately be brought to the attention of the Manager or an authorized representative. Oral reports so made will be confirmed in writing within 24 hours. The Manager will immediately advise the Director, Food and Hospitality, and the Advisory Group of such reports at the scheduled meeting, or the Senior Member of the Advisory Group, if considered appropriate.

3009. CHECK CASHING PRIVILEGES. Checks may be cashed by members of the Club as follows:

1. Personal checks for cash - maximum of \$150.00 per day, provided funds are available.
2. Personal checks, i.e., government checks, certified checks, traveler checks, and checks of reliable business firms may be cashed at the discretion of the Manager.
3. Personal checks may be accepted for merchandise, and the check may be written for the exact amount of the sale plus \$25.00.
4. Duty Managers are permitted to authorize the cashing of a check or money order that exceeds \$150.00 under emergency conditions.
5. Guests will not be permitted check cashing privileges.
6. Checks returned as "insufficient funds" will be processed per BO 1610.2.
7. Employee checks, both personal and payroll, will never be cashed by the employing activity for any reason.

3010. ALCOHOLIC BEVERAGES

1. The sale of alcoholic beverages by the drink is authorized in all annexes of the Club and will be governed by the provisions of Base Orders and other instructions promulgated by higher authority.
2. Management shall ensure adherence to the conditions/provisions governing the sale and use of alcoholic beverages.